



State of Arkansas
Department of

WORKFORCE SERVICES

"America's Workforce Network"
www.arkansas.gov/esa

Mike Huckabee
Governor

Artee Williams
Director

Post Office Box 2981 • Little Rock, AR 72203-2981

**Department of Workforce Services
and
Arkansas Workforce Investment Board Issuance PY 05-16**

From: Artee Williams, Director
Sandra Winston, Executive Director

Date: June 02, 2006

Subject: AJL Data Entry

To: Local Workforce Investment Areas/Service Providers

1. **Purpose:** To transmit guidance regarding the entry of participant information into Arkansas JobLink (AJL).
2. **Background:** To be in compliance with the Workforce Investment Act, Public Law 105-220, the State is required to maintain a Management Information System (MIS) for the purpose of data collection and reporting of client information. In addition to the data items required by the Federal government, the State requires additional items to be collected and entered into the MIS. Each local area may require items listed as "Optional" by the state.
3. **Information:** Specifically, as soon as possible, after participant information is available it should be entered into AJL. Below is a list of items that are considered optional by the State. Otherwise, all required fields/sections of AJL must be completed and the necessary data entered into AJL promptly, accurately and completely. We understand that some screens are completed as needed. An example would be "testing screens" which are to be completed when testing is performed.

AJL is a case management system and by entering all relevant information, a history of the client's experience is recorded in the official state reporting system. We understand that some items may not be available, for example, some individuals will not have an e-mail address or a fax number. Also, for wages that are automatically posted you may not have the company city or state.

-Over-

Optional:

Case Details Screen

1. Demographic Information:

Economic & Employment Support programs (EES) Client ID
Other Agency Client ID
Senior Community Service Employment Program (SCSEP) information
Alternative Trade Adjustment Assistance (ATAA) information

2. Client Call in

Optional:

Enrollment Details Screen

1. Interests

2. Service screen:

Training agent ID
Total Cost
Provider fax
Start Time
End Time
Hours planned
Days

3. Employment Plan

4. **Action Required:** Please provide this information to all appropriate staff.
5. **Expiration Date:** Continuing
6. **Contact Information:** Please contact Sandy Monaco for further information at (501) 682-3131 or sandy.monaco@arkansas.gov.